

Subject: Jim O. will be on vacation 06.22 thru 07.06.16

From: Jim Omahen

Date: 06/17/2016 10:18 AM

To: Laurie Goldman

CC: Lisa Schechter <lisa@mediadistrict.org>

Laurie, I will be on vacation and out of the office beginning Wed., June 22 through Wed., July 6th. There are a few things I need to address:

1. I will have checks ready for signing before I leave. Are you available either on this coming Mon. or Tue. to sign? I could come to you if that is better for you.
2. I will have financials prepared for Jeff Luster and you for next Thursday's Board meeting and will send and give copies to Lisa. FYI, our 2nd Quarterly Report will be prepared and ready for distribution at the July/Aug. meeting.
3. We have a Finance Committee meeting (8:45am) and an Executive Committee meeting (9:30am) scheduled for Thur., July 7th. Lisa will handle the agenda and postings on Fri., July 1st. To be noted: Mon., July 4th is a holiday and there will be no one in the office. I will be attending on the 7th, my first day back.
4. I will handle payroll reporting while I'm away (I'll report on June 27th for July 1st payroll).
5. I will be checking email while I'm away and will respond. I can be called on my cell phone 213.304.7989.
6. Anything else?

Thanks.

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Jim Omahen, Operations Manager

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